

TITLE OF GROUP OF CLASSES:

PRINCIPAL HISTORIC PRESERVATION SPECIALIST

TITLE OF CLASSES IN GROUP:

Class Code:

ARCHITECTURAL HISTORIAN

02703701

ARCHEOLOGIST

02703702

HISTORIAN

02703703

HISTORICAL ARCHITECT

02703704

GRANTS MANAGER

02703705

Pay Grade: 28A

CLASS DEFINITION:

EO: B

GENERAL STATEMENT OF DUTIES: To perform the most difficult and complex professional historic preservation planning work within the area of specialization indicated in the title of the class of position; to be responsible for and supervise preparation of studies, plans, National Register of Historic Places nominations, reports and phases of major projects assigned to other professional staff members; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude in the exercise of initiative and independent judgement; work assignments are received in broad outline form as to objectives and the utilization of appropriate methods and processes; work is reviewed upon completion for results obtained, professional and technical adequacy, and adherence to desired objectives and goals.

SUPERVISION EXERCISED: As required, plans, coordinates, supervises, reviews and evaluates the work of professional, technical and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the area of specialization indicated in the title of class of position:

To perform difficult and professional historic preservation planning work.

Within the Historical Preservation Commission, to be responsible for planning, coordinating and supervising the work of one of the main program planning, coordinating and supervising the work of one of the main program areas: National Register of Historic Places: environmental review: grants; surveys; archeology; technical historic preservation services; public information; and state-owned historic properties.

To be responsible for and supervise the preparation of studies encompassing a complete phase of a major project, a survey or site report, a National Register of Historic Places nominations, a special project or an implementation program in the areas of archeology, architectural history, history, historical architecture and other topics which involve physical development, management, or protection of historical resources.

To obtain and analyze data from fieldwork, primary and secondary sources, formulate proposals, detail action programs, make cost estimates, and identify legislative and other implementation requirements.

To work closely with cooperating agencies, committees and interest groups in carrying out various activities associated with historic preservation programs, projects and services.

To obtain input from such sources and to include this input in various studies.

To present completed studies to governmental bodies and the public.

To review materials such as permit applications, technical reports and environmental impact statements for technical adequacy, subject matter coverage and conformance to policies and recommendations, and to make recommendations for acceptance, modification or disapproval.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of historic preservation planning, data sources, and methods of analysis as they relate to the area of specialization indicated by the title of the class of position and the ability to apply such knowledge in the performance of the most difficult and complex professional historic preservation planning work; a thorough knowledge of the methods and procedures required in order to carry out the relevant programs of historic preservation planning such as: National Register of Historic Places; environmental review; grants; technical preservation services; survey; archeology; public information; and/or curation of state-owned historic properties; the ability to use standard technical procedures and established methodology; the ability to identify appropriate procedures developed by others, test them and use them under varying circumstances; the ability to use field work, historical archives, maps, charts, aerial photographs and similar materials to obtain or verify information ; the ability to understand and carry out complex oral and written instructions; the ability to plan, coordinate, supervise, review and evaluate the work of professional, technical and clerical personnel; the ability to establish and maintain effective working relationships with federal, state, local, private and public agencies, organizations, and individuals; the ability to write effectively and to make oral presentations; the ability to engage in field work activities requiring physical stamina; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a graduate degree in the field of specialization (or a closely related field) indicated by the title of the class of position; and

Experience: Such as may have been gained through: employment as a Senior Historic Preservation Specialist in the field of specialization indicated by the title of the class of position; or, considerable employment in a responsible position, involving some supervisory responsibilities, in a federal, state, municipal, or public or private agency or organization involving the performance of professional work in the field of historic preservation planning in an area of specialization indicated in the title of the class of position.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 26, 1987

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